

MANAGER OF CONTRACTING
(Unclassified Management)

DEFINITION:

Under administrative direction, to plan, direct, organize, and coordinate the activities of the Department of Purchasing and Contracting Contracts Division; to administer the County's contracting activities; to develop county-wide policies and procedures for contracting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, unclassified management class allocated only to the Department of Purchasing and Contracting. The incumbent reports to the Assistant Director, Purchasing and Contracting, and has significant responsibility for formulating contracting policy and for managing the activities of the contracts division involved in contracting services and supplies for countywide operations.

EXAMPLES OF DUTIES:

Plans, directs, coordinates, and evaluates the activities of the Contracts Division of the Purchasing and Contracting Department; formulates and administers departmental policy and procedures relating to procurement and contracting and revises manuals; prepares analytical reports and correspondence; manages and administers county contract operations, including procurement planning, solicitation, financing, evaluation of proposals, negotiation of contract terms/conditions, and recommends a wide range of awards; leads the county's negotiating team and serves on Chief Administrative Office financial and technical expertise panels or committees; formulates county policy and procedure on contracting; revises existing policy/procedure as a result of federal, state, or local law changes or other direction; provides technical consultation to the Chief Administrative Officer and provides guidance and direction to county departments on procurement planning, solicitation, negotiation, financing, and contract administration; gives presentations to departments, industries, and other organizations on contracting issues; acts as liaison between the county and private industry; establishes and maintains contacts with vendors, collects information, and interprets county policy and procedure to contractors; serves as a mediator between private industry and user departments, monitoring the proper contract services and solving any operational problems.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and practices of a large scale complex procurement operation.
- Federal Procurement Regulations, Uniform Commercial Code, and other legal aspects of procurement.
- Cost and price analysis principles and techniques.
- Business accounting systems and cost accounting principles.
- Business terminology and financial mathematical principles.
- Contract negotiation methods and techniques, and the application of contracts by type (cost plus, fixed fee, award fee, etc).
- Principles and techniques of supervision, training, and general administration.
- Computer applications pertaining to procurement and business requirements.

Skills and Abilities to:

- Plan, direct, and coordinate the activities of the contracts division.
- Develop and administer a variety of contracts provided to the county.
- Represent the county to private industry, community, and government representatives.
- Formulate and administer county contracting policy and procedures.
- Communicate effectively in oral and written form.
- Analyze complex problems and data and logically identify solutions.
- Provide technical consultation, guidance, and direction to county departments on contracting principles.
- Establish and maintain effective relations with private vendors, organizations, and federal/state contracting regulators.
- Interview, select, train, assign, and evaluate the work of subordinate personnel.
- Establish work standards and performance guidelines.
- Provide formal classroom training and instruction in contract formulation/administration methods and techniques.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree in business administration or public administration with emphasis in contracts management; AND, five (5) years of extensive experience in administering contracts for a large public agency. Previous experience must have included three years of management experience formulating policy/procedures, negotiating contracts with private industry, and planning and coordinating the activities of subordinate staff.

Note: The possession of a master's degree in business administration, public administration, or a related field is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Background Investigation:

The incumbent must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.